

CAS/CAIS Inspection Training - Day 1

8:30 AM to 4:30 PM

Attendees: CAS Inspectors, CAIS Administrators, and Managers

Agenda

- | | | |
|--|----------------|------------------|
| 1. Greetings and Introductions | Ken Rowe | 8:30-9:00 AM |
| 2. Training Slides Overview
(Intro. to CAS/CAIS; Inspections) | Paul Reynolds | 9:00-9:45 AM |
| 3. Session 1: Condition Assessment Program | Paul Reynolds | 9:45-10:30 AM |
| 4. Break | | 10:30-10:45 AM |
| 5. Session 1 Continued: Condition Assessment Program | Paul Reynolds | 10:45-12:00 Noon |
| 6. Lunch Break | | 12:00-1:00 PM |
| 7. Session 2: CAS Inspection Process | Paul Reynolds | 1:00-2:30 PM |
| 8. Break | | 2:30-2:45 PM |
| 9. Introduction to CAIS | Ruth Ann Smith | 2:45-2:55 PM |
| 10. Practical Exercises and Discussions | Ken Rowe | 2:55-3:45 PM |
| 11. Overview of Day One | Paul Reynolds | 3:45-4:30 PM |

Additional Information

Special notes: Cellular Phones and Beepers are to be turned off during class in consideration of others. Please do not operate computers until instructed.

CAS/CAIS Inspection Training - Day 2

Attendees: CAS Inspectors, CAIS Administrators, and Managers

Please Bring: Training Materials

Agenda

- | | | |
|--|---------------|----------------|
| 1. Review and Discussion of Day One | Paul Reynolds | 8:30-9:00 AM |
| 2. Practical Exercises and Discussions | Ken Rowe | 9:00-10:30 AM |
| 3. Break | | 10:30-10:45 AM |
| 4. CAIS Inspection Unit Data Entry Exercises | Paul Reynolds | 10:45-11:30 AM |
| 5. Lunch Break | | 11:30-12:30 AM |
| 6. CAIS Reporting, CAIS Projects | Ken Rowe | 12:30-2:00 PM |
| 7. Break | | 2:00-2:15 PM |
| 8. CAIS Move/Copy, CAIS Favorites | Ken Rowe | 2:15-3:00 PM |
| 9. CAIS Ad Hoc Reporting | Ken Rowe | 3:00-3:45 PM |
| 10. Final Questions and Wrap-up | Paul Reynolds | 3:45-4:30 PM |

Additional Information

Special notes: Cellular Phones and Beepers are to be turned off during class in consideration of others.